

Videos and Books Continued

Author: Marcus Buckingham & Curt Coffman

FIRST, BREAK ALL THE RULES

What the World's Greatest Managers Do Differently

Author: Claire Raines

CONNECTING GENERATIONS ~ The Source- book for a New Workplace

Principles, tips, methods, and practices for dealing
with the new multigenerational workplace

Author: Daniel Goleman

Emotional Intelligence

- Why it can matter more than IQ

Primal Leadership

- Learning to Lead with Emotional Intelligence

Author: Lou Adler

Hire With Your Head

- Using Power Hiring to Guild Great Companies



Additional Handouts

- ⇒ Discipline Handling Guide
- ⇒ Behavioral Interview Guide
- ⇒ Wage and Hour
- ⇒ Occupational Safety & Health Training
- ⇒ Montana's Child Labor Law Reference Guide
- ⇒ Montana's Human Rights Laws

Additional reference materials are available. Contact
your Business Advocate for more information.

Todd Erickson

883.7885



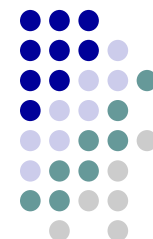
On-Line Employer Resources

http://wsd.dli.mt.gov/local/polson/employer_services.asp

- ⇒ HR Tool Kit
- ⇒ Business Development HR Tool Kit
- ⇒ Required Posters
- ⇒ Job Service Employer Committee
- ⇒ Child Labor Laws
- ⇒ Labor Market Information



Resources Available



Lake County Job Service Workforce Center

417 B Main Street
PO Box 970
Polson, MT 59860

Phone: 406.883.7880
Fax: 406.883.4564
www.employlakecounty.com



Videos and Books



Videos

Twelve Danger Zones for Supervisors

Workbooks available

- Hiring
- Documentation & Evaluations
- Discipline
- Firing
- Sexual Harassment
- Other Harassment
- Discrimination
- FMLA
- Safety and Workers' Comp
- Wage and Hour Law
- Labor Law
- Privacy
- Workplace Violence

The Practical Coach

Coaching is all about inspiring, encouraging, and challenging your team. It is as simple as noticing how your team is performing and then letting them know you notice. This book is a practical guide to understanding what kind of

people are on your team, and how, on a daily basis, to notice their work and best present them with both rewards and challenges.

The Curse of the Vanishing Employees: How to Retain and Motivate Great Workers

Shows supervisors and managers that they have a vast ability to influence employee loyalty and retention without relying on organization wide policies or luxurious salary and benefit packages.

Give'em the Pickle

A fun, motivating look at the most important thing we can do in business... take care of the customer.

Running with the Big Dog: How to Make HR a Strategic Player

How can you ... as an HR professional become a real mover and shaker in your organization? How can you create a more meaningful, more rewarding, more critical role for yourself... and provide dramatic new value to your company?

Books

Author: Alyce Cornyn-Selby

TeamWork & Team Sabotage ~ New Look At The Team Concept

Why Winners Win ~ Can anyone be a winner?

What's Your Sabotage? The Last Word in Overcoming Self-Sabotage

Author: Ed Kugler

Loose Change

- 52 of the Funniest Things Ever Said Coming Out of a Change Meeting

Conversations on Success

- Candid, Insightful, Inspiration, Entertaining. Featuring: Jack Canfield, Ed Kugler, John Christensen and Joe Calloway

Author: Jack Welch with Suzy Welch

WINNING

"No other management book will ever be needed"

Author: Pat McLagan

Change Is Everybody's Business ~ Claim Your Change Power!

Author: Daniel H. Pink

Free Agent Nation ~ The Future of Working for Yourself

It's About Fulfillment ~ It's About Freedom ~ It's About Time!

Author: Charles L. Fred

Break Away ~ Deliver Value To Your Customers – FAST!

If you want to understand what it means to out-think, out-learn, and out-perform the competition, read this book ... fast.